



## ***City of Cathedral City Employment Opportunity***

### **PUBLIC SAFETY DISPATCHER I AND II**

**DEFINITION OF POSITION:** Serves as an emergency 911 dispatch operator for Cathedral City Police and Fire emergency and non-emergency calls on multi-channel, two-way radio equipment; maintains radio control with mobile and portable units; responds to officer-initiated radio calls and requests and disseminates suspect information from roll call boards, prior calls, and bulletins; monitors closed circuit security cameras; operates computer terminal and maintains continuously updated information; handles in-house and radio paging, crimestopper, animal control and after-hours phone lines; handles public inquiries and complaints; maintains logs and completes forms; performs clerical duties such as typing, filing, and indexing; assists in the orientation and training of new employees.

**PUBLIC SAFETY DISPATCHER I: SALARY: \$2,784.62 – 3,387.35 mo. Plus full benefit package**

This is the entry level class where new employees learn Police dispatching and City policies and procedures related to the dispatch of emergency and non-emergency calls, initially under close supervision. As experience is gained, duties become more diversified and are performed independently. After gaining experience and demonstrating proficiency employees promote to the next higher class.

**QUALIFICATIONS:** Equivalent to graduation from high school and one year experience that includes radio dispatch or regular public contact work. Must be able to operate a computer keyboard, and learn to operate a two-way radio. Must be able to think and act quickly and calmly in emergency situations, handle multiple priorities and speak clearly.

**PUBLIC SAFETY DISPATCHER II: SALARY: \$3,225.45 – 3,920.30 mo. Plus full benefit package**

This is the journey-level class for fully trained Dispatchers who independently perform emergency 911 dispatching and assist in the training of new employees.

**QUALIFICATIONS:** (1) Must have successfully completed the Public Safety Dispatcher's Basic Course or have passed the POST Basic Dispatcher Training Equivalency Examination, and (2) completed probation as a Public Safety Dispatcher with the City or during previous employment.

#### **REQUIREMENTS AND WORK ENVIRONMENT**

Public Safety Dispatchers must be willing to work evening, night, weekend and holiday shifts on a rotating basis, must be available for call-back and hold-over as needed. Daily work is sedentary for several hours on a shift in a confined area using a radio headset and operating a computer terminal. Must obtain Post Basic Dispatcher and Department of Justice CLETS/CJIS operator certifications prior to completion of probation as an Public Safety Dispatcher I.

#### **APPLICATION AND SELECTION PROCEDURE**

You must file an official City application in the Human Resources Division office before your application will be considered.

### **FINAL FILING DATE: CONTINUOUS**

You may request an application by visiting our web page at [www.cathedralcity.gov](http://www.cathedralcity.gov) ; by calling our job hotline at (760) 770-0365, or in person at City Hall 1<sup>st</sup> Floor Reception, Cathedral City located at 68-700 Avenida Lalo Guerrero in Cathedral City between 7:00 AM to 5:30 PM, Monday through Thursday.

Applicants will be tested on an as-needed basis from applications on file. Candidates must be successful on the POST Entry-level Dispatcher Selection Battery (written test) in order to participate in the Qualifications Interview. Final selection will be made by the Police Chief. All selected candidates must pass a pre-employment physical exam, psychological evaluation (written/oral), drug screen and extensive background investigation.

